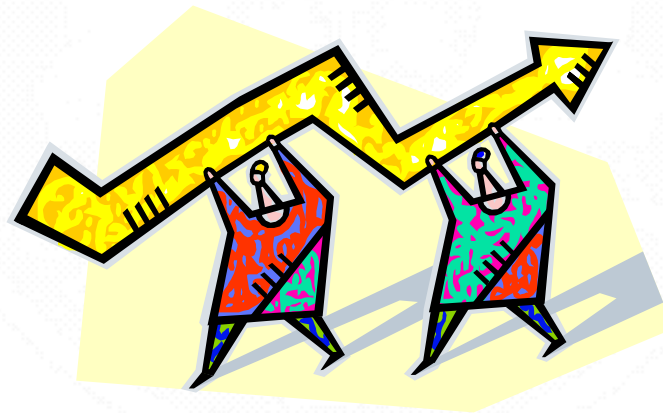


STUDY SKILLS FOR ACADEMIC SUCCESS

(a collection of tips from WLU Learning Services)



**Tell me, and I forget,
Show me, and I remember,
Involve me, and I understand.**

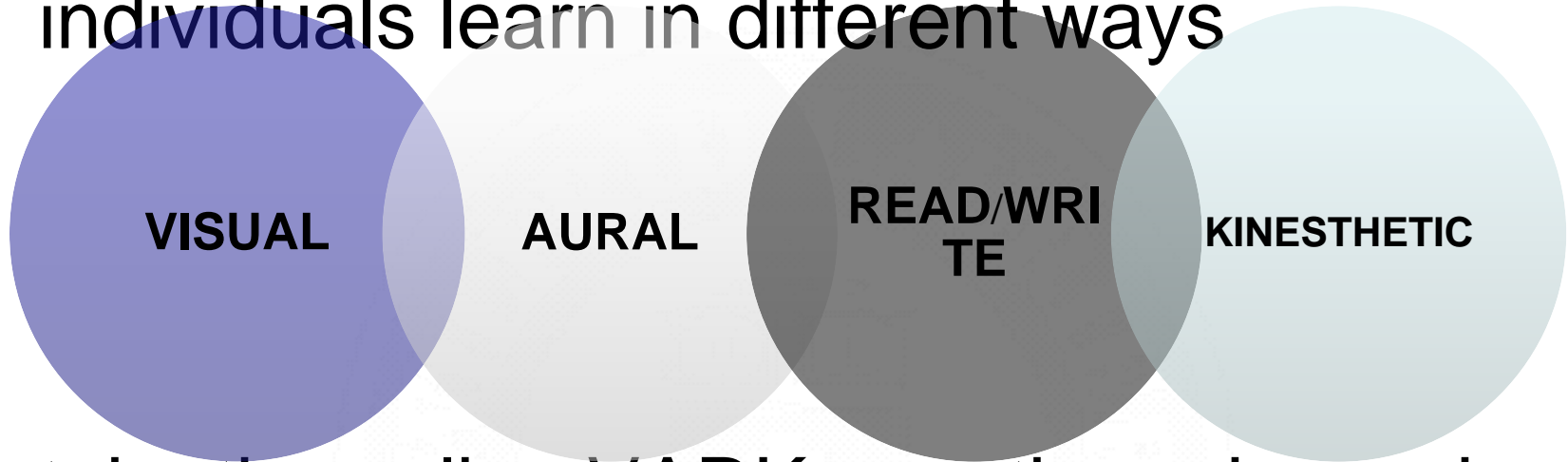
— Chinese Proverb

Time Management

- effective time management is essential for your success at University (and beyond)
 - assess your activities
 - prioritize
 - plan (use schedules and lists)
 - control your study/work environment
 - study
 - evaluate
- Utilize Learning Services time management resources (handouts, online workshops, on campus workshops)

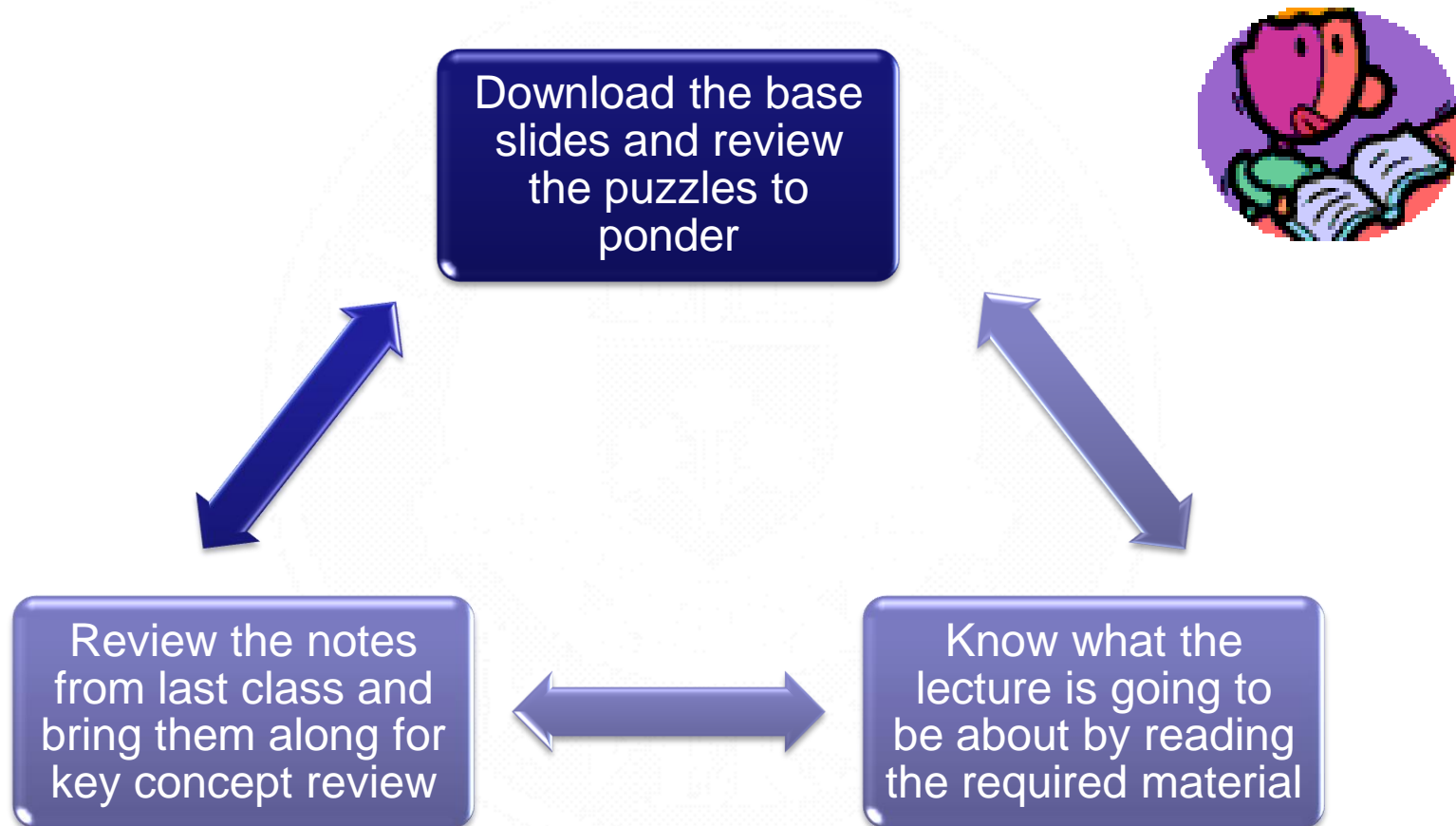


- individuals learn in different ways



- take the online VARK questionnaire and determine your style
 - http://www.wlu.ca/page.php?grp_id=1866&p=12595
 - utilize the suggested study strategies

Before the lecture:



During the lecture:

Sit close to the Instructor so
that you can
hear and see well

REMOVE ALL DISTRACTIONS
(yes, that means turn off cell
phone, games,
Facebook/Twitter/MSN and
don't sit with chatty
classmates)!!!

Sift, analyze and dig out key
ideas and concepts

Do more than
'fill in the blanks'



Avoid writing down ideas you
have already recorded
(underline instead)

Date and number your note
pages, leave space for
additional notes

CONCENTRATE!
LISTEN!
FOCUS!

Ask questions if you don't
understand

Unless you review your notes, you will forget 80% of today's lecture within the next 24 hours!

After the lecture:

Review your notes and organize them within 24 hours for better retention of material

Look at the information as answers to questions

Predict and write down potential questions plus 'why'?

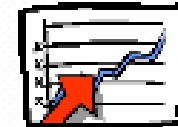
If you missed something, get the information as soon as possible

If you need help, proactively seek it!

- SI (Supplemental Instruction)
 - SI Learning Assistant, Carson Kolberg will facilitate learning groups where you and your peers will work together on learning the course content and preparing for tests
 - www.wlu.ca/study
- Teaching Assistant
- Instructor

Note Cards/Flash Cards

- a highly recommended study tool
- questions on front, answers on back
 - carry them around & review in spare time (no, you won't look like a nerd)
 - draw pictures for visual cues
 - develop jingles, acrostics or acronyms to assist you in remembering answers



Tips for Remembering - Acrostics

- identify the first letter of a key word in a key phrase, and develop a sentence to remember it by (preferably something silly)
- order of planets
 - **M**y – *Mars*
 - **V**ery – *Venus*
 - **E**legant – *Earth*
 - **M**other – *Mercury*
 - **J**ust – *Jupiter*
 - **S**at – *Saturn*
 - **U**pon – *Uranus*
 - **N**oodles – *Neptune*
- ways to diversify investments
 - **A**lley **C**ats – *Asset Classification*
 - **G**rowl – *Geography*
 - **I**ndoors – *Industry*

Tips for Multiple Choice Questions

Attempt to answer without looking at the options

If the first option is correct, look at the last one to see if it says, "all of the above"

Eliminate the distractors – analyze each option as T/F and choose from those that are possible

If options appear similar, one of them is probably correct (this includes numbers)

Look for extreme words such as ALWAYS, NEVER, RARELY- if you can think of an exception, then the answer is wrong!!!

When guessing, don't change your first answer unless you have good reason to

Tips for Short-Answer Questions

- overstudy (can't know too much!!)
- predict the questions and practice the answers
 - look carefully at your notes, think back to lectures, use the review questions and posted review guide
 - focus on facts and keywords
 - emphasize them in your study notes
- use charts to summarize advantages/disadvantages, differences, or compare/contrast between concepts
- break down the question, and answer all its parts
- be aware of mark values – assume half marks or whole marks for all parts of an answer
- provide more detail, more items, and more examples than what was asked for just to be sure!!!

Physical Preparation for Exams



Consider your sleep patterns

- if you're going to have early exams, start transitioning your body NOW to be awake for them!!!
- and please do get some sleep!

Don't change your exercise routine

- don't start now if you didn't do it before but keep it up if you have been active and schedule studying around it

Don't drastically change eating habits

- don't eat a huge meal before an exam – eat a light snack so your stomach doesn't distract your brain!!!

Study Strategies

- develop a weekly study plan
 - what & when ON PAPER (available from Learning Services website)
- break up studying – two hours on, 15-20 minutes off
- break up studying between subjects (less boring)
- learn from your mistakes on the last exam you wrote in that subject
 - what were your problems?
 - what did you have trouble with?

- I had 6 courses last term, including BUS111 and BUS121. I ended up achieving A+ in both courses. I copied down all the important concepts from the slides and lab manual. I find it easy to remember concepts once I write them down with my own hands. The study notes for my midterm and final were 20 and 30 pages respectively. Doing the assigned problems before each lab is very helpful.
- I went to class (important for getting all the extra speaking points), did the lab manual questions, and wrote out study notes come exam time. I stayed on top of the material during the year and paid attention in class.

- The suggestion for using cue cards to study was a lifesaver. When prepping for the midterm I wrote out my study notes and studied them for a few days, and when I asked a friend to quiz me, I found I wasn't retaining any of the information I was reading. So I put the info into question format and put them on cue cards, and that really helped me with remembering the information for the midterm. Also the review questions for both midterms were great, since I would basically study my cue cards, and then do a "practice exam" with the review questions. If I found there were areas where I was struggling with the practice questions, then I could just add more cue cards and focus more on those areas.

- I found the midterm outline EXTREMELY useful as it helped me break down what I needed to study. For each point I would find as much information about that point from lecture notes, textbook, and lab manual (lab manual was VERY useful!), simplify it, type it up and then move on to the next point. By the end it would become a booklet of about 20 pages and I would then push all my other notes aside and only look off of that booklet.

For the stock problems (which I really liked by the way haha, I actually thought they were fun, a lot of people felt differently I bet though) I just practiced them over and over again, and it was very helpful when you posted new problems, because it gave a variety of challenges.

- Make sure you understand everything. Ask the professor during the break or after class to clarify things that you missed or didn't understand. Don't think "Oh that's just one thing, it won't matter."
- Do the assigned work. There are practice problems, find out what you make mistakes on, and make sure you don't make those mistakes on the exams. Do them ahead of time so when they are taken up in your lab, you can clarify things and make sure you know everything.

- I always bring my laptop to class and type the notes into the PPT presentation that you provide us. This, by the way, is MOST helpful to have. If one studies the slides, it is a guarantee to have learnt the correct wording that you (or any other professor) is looking for because the student is familiarizing themselves with your words and thought patterns.

- I often prepare a study schedule that is a detailed, hourly account of what I should be studying and when. I include break times in the schedule. During breaks I leave my room and do something totally different. This could be anything from a meal, a TV break, a walk and breaks vary from 15 min- 1hr. We were taught in first year at Waterloo that the best times to study are between 8am and 12pm and in the afternoon. After 10pm is pretty much a waste of time. Sleep is incredibly important because this is when the brain encodes whatever you have learnt/experienced that day into long-term memory.

- I never take assignments lightly. I always put effort into my work as it is all weighed out in the end. In fact sometimes the little things add up more than the big tests. Working hard in your group earns good peer evals and being conscious of what your group members are submitting is important too. If it's a waste of space on their account, your mark will reflect it too!

Business Communication



- Good news = no essays
- Bad news = business reports are still tough!
- Writing must be objective and concise (no vague pronouns)
- Determine audience and precise reason for report
- Cite/source properly – see guidelines posted on course website
- **EDIT AND PROOF READ YOUR WORK!!!**
- Laurier Writing Centre